



Board Minutes Summary for CoDA World Board Conference Call July 10, 2016

The Board of Trustees met on Sunday, July 10th by teleconference. Members in attendance included: Gerald B, Mary I., Denny H., and Lorraine O. as voting members. Chris H. was unable to attend

After opening procedures, the following motion was brought up for a vote:

- **Motion to approve the June 23-26, 2016 Face To Face Meeting Summary and Minutes with changes made via e-mail**

Mary made a motion to accept the minutes with changes and the summary from the June 23-26, 2016 meetings. Gerry seconded. Approved unanimously.

AGENDA ITEMS FOR DISCUSSION

Applicants for Board of Directors Positions

The Board discussed a current applicant's request regarding travel to the Coda Service Conference (CSC). It was noted that if an applicant meets the requirements for a position on the Board, an attempt will be made to set up *Skype For Business* so that applicant can participate in the Q&A session at CSC, in the event they are unable to attend the Conference for any reason.

Action Item:

- ✓ Board Secretary (Mary) to notify all applicants of the need to submit an application to both Events Committee and the Board, while stating they do not have to be present at CSC. In addition, applicants will be encouraged to join Board Conference calls and Work Sessions in advance of elections.
- ✓ Mary is to include information about: Elections, and invitation to join Board Conference calls and Work Sessions in advance of CSC in all upcoming announcements.

Board Country Assignments

The Board discussed the idea of redefining this area, and possibly making adjustments to the Fellowship Service Manual. This area was discussed at the Face To Face Meeting and handed off to a couple of other committees. It was noted that this is a topic that needs to be discussed further. **This item was moved to the Work Study Group.**

Work Study Session

This is meant to be an informal time for the Board to work together via Skype on whatever issues are at hand. It is intended to be 1 hour, on the 4th Thursday of the month, at 5:30p.m. PT. This is to begin on July 28, 2016. The new Microsoft *Skype For Business* tool is to be used. There is no cost for this service, and it has already been approved.

REPORTS

Treasurer's Report – Denny

Denny is to send a report on the current bank accounts to the Board via email following the meeting. An email letter was sent to the Finance Committee regarding their revised motion 3.1 on receipts for items under \$31.00. It was noted that receipts for such items would be appreciated.

There was discussion on the request that someone from the Literature Committee (CLC) be sent to the Convention. It was noted that the Treasurer has been in contact with the Chairman of the Finance Committee on this issue, and is awaiting his response.

Action Item:

- ✓ Board Treasurer (Denny) to send report on current bank account status to Board Secretary.

Website/Vice Chair – Lorraine

Lorraine reported that the Website Group met, without her present. She intends to schedule another Website Work Group session by the end of July. Gerry is currently working on updating technology.

Regarding committees, it was reported that the Co-NNections Committee met today and that minutes of their meeting are expected shortly. In addition, the Communications Committee is working on doing regular announcements.

Action Item:

- ✓ Gerry to update technology by setting up the Microsoft software, including *Skype for Business*.
- ✓ All Board Members to continue to check in with their Committees.

Secretary-Mary

Mary reported that the Quarterly Service Report (QSR) has been approved and sent out. She requested the Treasurer supply her with the Quarterly Financial Reports.

She noted that she has been following up with the Events Committee as well as the Service Structure Committee (SSC). She's been asked by the CoDA Literature Committee (CLC) to provide deadlines for all items prior to the Coda Service Conference (CSC).

Deadlines are as follows:

- By-Law Changes due for review 75 days prior to CSC (August 2, 2016)
- Motions for consideration due 45 days prior to CSC (September 1, 2016)
- Reports are due 30 days prior to CSC (September 17, 2016)

Action Item:

- ✓ Denny to send Quarterly Financial Reports to Mary

Chair- Chris

Chris was not present for this meeting, no Chair report was given.

Legal Group- Gerry

Gerry reported that the Legal Work Group is proceeding well, and they are currently working through contracts with Iceland and Australia. Their next meeting is in the process of being scheduled. Gerry further noted that appropriate steps are being taken regarding an earlier e-mail issue.

OLD BUSINESS

By-Laws, Page 11 - Lorraine

Lorraine's motion re: Page 11 of the By-Laws was tabled at the Face to Face Meeting (F2F). This is to be resolved before the end of January. **This issue was moved to email.**

Motion for Future CSC Dates

It was noted that the Events Committee did not present a motion regarding setting dates for future CSCs. Therefore, Board Secretary submits the following motion:

Mary made a motion regarding By Law change, Article 5- section 1, Coda Service Conference: change the sentence that reads: "The date and place of the conference are customarily set by the proceeding Conference" to read instead "The date and place of the Coda Service Conference is to be between June 1 & August 30, with the exception of July 4 weekend each year. The following years, CoDA Service Conference dates & location are to be announced at the current CoDA Service Conference. The intent is to be sensitive to the schedules of both international travelers as well as those in the education sector". Denny seconded. Approved unanimously.

Contract with SOS Association Management Solutions

It was reported that the Chair is to be in contact with the President of SOS regarding changes to the contract prior to it being signed. It was noted that the new contract would not go into effect until August 1st.

Action Item:

- ✓ Lorraine to contact Chris for Contract Follow-up with SOS

NEW BUSINESS

Spanish Outreach Committee (SPO) – Denny

Denny reported that the SPO is in the process of finalizing the Policy & Procedures Manual for their Committee.

It was noted that in the past an individual was paying for the Web-Ex service and was later reimbursed. They have requested that the Board take over payment for this service. However, the new Microsoft package including *Skype for Business* is said to be replacing the Web-Ex service. **This issue was moved to email discussion.**

Regarding CoDA Resource Publications (CoRe) and SPO, it was noted that CoRe sent SPO a file from 3 years ago, in error, instead of the newest one. In response, SPO is to write a letter to CoRe regarding this issue

requesting the proper file. SPO has been directed to copy Gerry and Denny in the letter, and explain the issue of needing the current printer's proof or mock-up.

Action Item:

- ✓ Denny to follow-up on discussion of Web-Ex charges with all appropriate parties, until matter is resolved

Policy & Procedures

It was noted that the Legal Work Group needs to review their section, as well as the Web Work Group. All are to respond to Conni at SOS by July 24, 2016.

Next Meetings:

Work Study Group to meet July 28th, 5:30pm PST

Board Meeting – Conference Call, Sunday, August 14, 2:00pm, PST

Following Closing Prayer, the meeting adjourned at 3:04 pm PST.